

Little Traverse Bay Bands of Odawa Indians

REPOSTED Job Posting

Job Title: SENIOR FINANCIAL ANALYST

Department: Office Finance and Revenue

Reports To: Tribal Council

Status: Exempt

Salary Range: \$51,814 to \$68,966

Level: 7

Opens: November 29, 2016

Closes: December 20, 2016

SUMMARY

To analyze past, present, and future financials of the Tribal government regarding revenue, appropriation of funds, and the budget formulation process. Assist in the preparation of Tribal budgets and business forecasts including the projection of revenues and expenditures. Prepare various regular and ad hoc analytical and statistical reports to support Tribal initiatives and provide such information to assist other Branches of Government if necessary. Analyze records of past and present operations, trends and costs, estimated and realized revenues, administrative commitments, and obligations incurred to project future revenues. Assist Tribal Council on effective use of resources, modeling assumptions, underlying budget forecasts and management of financial services for the Tribe. Be knowledgeable of G.A.A.P. and G.A.S.B. Reviews and analyzes gaming financial records and the financial reports of Tribally Chartered Corporations pursuant to Tribal Law.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

The Office of Finance and Revenue shall have the authority and duty to provide Tribal Council with professional financial advice regarding Tribal revenues, expense monitoring appropriation of funds, and budget processes. Activities include, but are not limited, to the following:

- Work closely with Tribal Council and Tribal Council Committees as applicable.
- Receive and analyze quarterly reports of all LTBB gaming and enterprise component units.
- Directs and analyzes studies of general economic, business, and financial conditions and their impact on LTBB's policies and operations.
- Appraise the organization's financial position and issue periodic reports on organization's financial stability, liquidity, and growth; and review of check registry for possible fraud and/or misappropriation of assets of the LTBB.
- Oversee long range forecasting activities, investments, and bank loans
- Oversee custody of funds, securities, and assets of LTBB.

- Collaborate and coordinates the annual budget process for upcoming fiscal years.
- Assist Tribal Council in identification of all funding sources, management of cash liquidity for current and future obligations, long range forecasting of economic revenues, investments, indirect cost and other cost allocation plans.
- Prepares financial impact statements on pending legislation; including, but not limited to, grant request motions and appropriation requests.
- Evaluates business partnering opportunities.
- Represents the Tribal Council in establishing and maintaining contacts within the LTBB Tribe, outside financial institutions, and the investment community.
- Assist with the raising of revenue in accordance with the Constitution.
- Assist in the development of policies for receiving grants, donations or any other funding in accordance with the Constitution.
- Assist organization's CFO with annual indirect cost proposal process.
- Assist Tribal Council in procurement of financing when appropriate.
- Assist the Tribal Council with the development of spending priorities.
- Assist Tribal Council in approving an Independent Auditor for the Tribe's annual audit of Tribal accounts and receive, review and analyze all audits and audit findings or the organization and its component units.
- Assist Tribal Council in developing policies that meet acceptable auditing standards.
- Fulfills responsibilities as defined by Tribal Law, as applicable.
- All other duties as assigned relevant to the position.

QUALIFICATIONS

The Sr. Financial Analyst must possess the following qualifications and skills:

- Very strong credit analysis and analytical skills.
- Quality Communication Skills and Team Player.
- Excellent computer skills. Advanced proficiency in Microsoft Word, Excel, Outlook and PowerPoint is required.
- Excellent interpersonal, guest service, leadership, analytical, decision-making, presentation and problem-solving skills are required.
- Versed in current economic development issues impacting Indian Country.
- Project management skills and experience preferred.

- Capable of supporting multiple tasks and projects simultaneously.
- Skills and experience in budget preparation and fiscal management.
- Proven track record with examples of project worksheets in Excel or other such equivalent programs required to demonstrate advanced proficiency.
- Knowledge of accounting databases and software applications to supply accurate financial information.
- Professional experience in financial management, preferably with Native American Tribes.
- Must have excellent verbal and written communication skills applicable to all levels of audience.
- Excellent analytical, reasoning and organizational skills required.
- Ability to respond effectively to sensitive inquiries or complaints.
- Ability to present persuasive and effective speeches and presentations on controversial or complex topics to top management, Tribal Council, public groups, and/or boards of directors.
- Ability to work with mathematical concepts such as probability and statistical inference.
- Ability to deal with a variety of abstract and concrete variables.

COMPETENCY

Sr. Financial Analyst shall be knowledgeable of compliance and financing, auditing, public administration, governmental financial and fiscal policies.

CERTIFICATES, LICENSES, REGISTRATION

The Sr. Financial Analyst shall be bound by a professional code of ethics and standards of the accounting and auditing profession.

EDUCATION and/or EXPERIENCE

Master's Degree in Business Administration, Finance, Accounting or related degree with an emphasis in finance, accounting, economics or a related field, and a minimum of three (3) years financial modeling experience preferred, or

Bachelor's Degree in Accounting, Finance, Business Administration or a related field and a minimum of five (5) years financial modeling experience required.

COMMENTS

Indian preference will apply. Position will require occasional local and national travel. Individual must be able to pass a criminal and civil background investigation. Must be insurable by the Tribe.